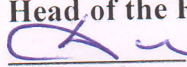


Head of the FL Department  
  
 D.D. Jantassova  
 «28» August 2023.

**The Quality Assurance Committee of FLD work plan  
 for the 2023-2024 academic year**

№	Issues	Month	Realizer
1	2	3	4
1 meeting			
1	The tasks of the Quality Assurance Committee of the FLD work plan for the 2023-2024 academic year. Approval of the Quality Assurance Committee staff.	August 2023	Yarema T.V.
2	Organization of the first-year students interview to form groups according to the levels of study.		Bogdanova A.A Quality Assurance Committee Members
2 meeting			
1	Readiness of the department for the new academic year:	September 2023	Bogdanova A.A.  Yarema T.V.  Arabaji K.D Bogdanova A.A.  Akhmetova Arabaji K.D
1.1	Providing the Educational and Methodological Complex for the disciplines of the department of 1st-year students: loading the EMC into the Univer database.		
1.2.	Development and approval of the calendar plans of the disciplines of the department for the 1st semester of 2023-2024 academic year.		
2	Analysis of the 1st year students testing to form groups by levels of study.		
3	Criteria assessment method application in teaching disciplines of the FLD.		
4	Extra Issues		
3 meeting			
1	Providing the disciplines of the department (FL, ESP, FL (prof),DL) by the educational and methodological material.	October 2023	Yarema T.V Magauina G. M. Tokumbaeva A. A.
2	Development the I C 1,2 requirements for the disciplines of the department.		Yarema T.V

3	The thematic plan implementation analysis for the release of Educational and Methodological Literature in 2023.		Quality Assurance Committee Members
4	The MOOC courses quality development.		Yarema T.V
5	Extra Issues		
4 meeting			
1	Test results analysis on level training according to the international standard CEFR, taking into account the criterion assessment of knowledge.	November 2023	Bogdanova A.A. Arabaji K.D
2	The first intermediate control results and the system of assessment quality of students' knowledge in the FL.		Arabaji K.D
3	Analysis of examination materials preparation quality for the winter session in the disciplines of the department.		Yarema T.V
4	About the quality of teaching the discipline "FL (professional)" in the magistracy.		Magauina G. M.
5	Extra Issues		
5 meeting			
1	The second intermediate control results and the system of students' knowledge assessment quality analysis.	December 2023	Arabaji K.D
2	The teachers' classes mutual visits analysis.		Svich N. A.
3	The scientific and methodological seminar work on the introduction of creative technologies in teaching and learning analysis.		Yerzhumanova A. B.
4	The QEC work for 1 semester.		Yarema T.V
5	Extra Issues		
6 meeting			
1	The winter examination session results analysis and development the measures for academic achievements quality improvement.	January 2024	Yarema T.V Arabaji K.D Quality Assurance Committee Members
2	The organization of the educational process for the Distance Learning Teaching for the spring semester.		Tokumbaeva A. A.
4	The quality of open classes and master classes held in the autumn semester of the 2023-2024 academic year analysis.		Beishanova S.A.
5	Extra Issues		

7 meeting			
1	The students' education «Scientific and Technical Translation" additional educational program quality.		Prozovskaya E.A  Quality Assurance Committee Members Yarema T. Bogdanova A.A. Pitirimova T.V.
2	Development the requirements for IC 1,2 in the disciplines of the department.		
3	About the organization of non-formal foreign language education courses.		
4	Extra Issues		
8 meeting			
1	Digital technologies for teaching a foreign language application.	.March 2024	Prozovskaya E.A   Arabaji K.D  Yarema T.V
2	The first intermediate control results analysis and the quality of the system of students' knowledge assessment.		
3	Analysis of examination materials preparation quality for the spring session in the disciplines of the department.		
4	Extra Issues		
9 meeting			
1	Educational and Methodological Literature plan analysis and MOOC plan analysis implementation.	April 2024	Yarema T.V Yerzhumanova A. B.  Nesipbaeva N.E  Beishanova S.A.
2	The results of teaching “English for Specific Purposes’ elements in a classroom.		
3	The quality of open classes and master classes held in the second semester of the 2023-2024 academic year analysis.		
4	Extra Issues		
10 meeting			
1	The second intermediate control results analysis.	May 2024	Arabaji K.D  Arabaji K.D Bogdanova A.A.  Arabaji K.D Yarema T.V
2	Test results analysis on level training according to the international standard CEFR, taking into account the criterion assessment of knowledge.		
3	The spring examination session results.		
4	Extra Issues		
11 meeting			
1	The quality assurance committee work results in the 2023-2024 academic year, problems, prospects.	June 2024	Yarema T.V  Yerzhumanova A. B.
2	The scientific and methodological seminar work on the introduction of creative		

	technologies in teaching and learning analysis.		
3	Extra Issues		

Chairman of the Quality Assurance Committee  
of the Foreign Languages Department  
senior teacher



Yarema T.V